

# BAY COUNTY EMPLOYMENT APPLICATION

## EQUAL OPPORTUNITY EMPLOYER

Applications are accepted only for current vacancies. Certain job vacancies are posted first for current employees who may have an entitlement to the vacant jobs because of a union contract.

**INSTRUCTIONS: Type or print in ink. Answer all questions. Do not state, "See resume", on application.**

### IDENTIFYING DATA

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_  
                     Last                      First                      Middle

ADDRESS \_\_\_\_\_  
                     No.                      Street                      City                      State                      Zip Code

POSITION DESIRED \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_

How did you find out about this job vacancy? \_\_\_\_\_

### RECORD OF EDUCATION AND TRAINING

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED				DID YOU GRADUATE?	LIST DIPLOMA OR DEGREE
ELEMENTARY								
HIGH SCHOOL			1	2	3	4		
COLLEGE			1	2	3	4		
			5	6	7	8		
TRADE OR BUSINESS			1	2	3	4		
SCHOOL CERTIFICATIONS								

### EXPERIENCE - Begin with your present or last job. Use extra paper, if needed.

DATE	NAME AND LOCATION OF EMPLOYER	TELEPHONE	WAGE OR SALARY	POSITION	REASON FOR LEAVING
FROM:			STARTING:		
TO:			ENDING:		
FROM:			STARTING:		
TO:			ENDING:		
FROM:			STARTING:		
TO:			ENDING:		
FROM:			STARTING:		
TO:			ENDING:		

May we contact your current employer? YES ☐ NO ☐

Are you requesting your application be held confidential under the Freedom of Information Act? YES ☐ NO ☐

**PERSONAL REFERENCES - Not relatives or former employers. Persons you have known at least one year.**

Name	Address	Phone Number

**PERSONAL DATA**

1. Are you currently working?
2. Are you prevented from lawfully becoming employed in this county because of VISA or immigrant status?
3. Are you a veteran of the armed forces?
4. Have you ever worked for Bay County under another name? If yes, list name \_\_\_\_\_
5. Are you 18 years of age or older?
6. Do you have any relatives, other than a spouse, employed by Bay County? If yes, who? \_\_\_\_\_
7. Have you ever been convicted of a felony? \*\* If yes, list felony \_\_\_\_\_
8. Do you have any felony charges pending against you? If yes, list charge \_\_\_\_\_
9. Have you ever been fired from a job?
10. Will you submit to pre-employment drug screening?


	YES	NO
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

\* Felony convictions are not an automatic disqualifying element in the hiring process.

**NOTIFICATION IN AN EMERGENCY**

Please list the name, address, and telephone number of the person you desire to have notified in case of an accident or an emergency:

**CERTIFICATIONS**

 **READ THOROUGHLY BEFORE SIGNING. ASK QUESTIONS FIRST, IF YOU HAVE ANY.** 

**I agree that any action or lawsuit against the employer, arising out of my employment or termination of employment, including, but not limited to, state or federal civil rights statutes, must be filed within 180 days of the event giving rise to the claim or be forever barred. I waive any limitation periods to the contrary.**

I certify that the information contained in this application, and future information in support of my application, is correct and understand that falsification of this information is grounds for dismissal. I authorize the references I have provided and my former and/or current employer(s) to give you any and all information concerning my previous or current employment and any pertinent information that they may have, personal or otherwise, and release all parties from all liability for any damages, causes of actions, including, but not limited to, slander and libel, that may result from the furnishing of information. In consideration of my employment, I agree to conform to the rules and regulations of the employer and agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, and my employment relationship is at will. I understand that no manager or representative of the employer has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I understand that any employment offer is conditional upon the results of the drug-screening test and the post-offer medical examination, if any. I authorize the employer to make a check of my records of driving violations and criminal history, if any. I have read, understand, and agree to the terms contained in the certifications listed herein.

Date

Signature of Applicant

Print Name

**BAY COUNTY DEPARTMENT OF HUMAN RESOURCES, 515 CENTER AVENUE, SUITE G102, BAY CITY, MI 48708-5121**  
**EMPLOYMENT INFORMATION HOTLINE: (989) 895-4095**

## BAY COUNTY EQUAL OPPORTUNITY SURVEY

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The following information is requested, not for employment decisions, but for helping the County to maintain its equal opportunity efforts and to comply with laws and regulations.

This form is kept separate from employment applications and will be kept confidential. **You do not have to fill this form out and refusing to do so will not subject you to adverse treatment.**

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List today's date \_\_\_\_\_

**Please check the appropriate boxes below.**

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### MALE

- ☐ White
- ☐ African-American
- ☐ Hispanic
- ☐ Asian/Pacific Islander
- ☐ American Indian or Alaskan Native

### FEMALE

- ☐ White
- ☐ African-American
- ☐ Hispanic
- ☐ Asian/Pacific Islander
- ☐ American Indian or Alaskan Native

### VETERAN

- ☐ Vietnam Era Veteran (more than 180 days of active service between 08/05/1964 and 05/07/1975)
- ☐ Disabled Veteran

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For HUMAN RESOURCES DEPARTMENT Use Only - Do not write below this line

Position Applied for: \_\_\_\_\_

Wage Code and Rate\*: \_\_\_\_\_

\*T, P, or M and Wage Range

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